

STORM WATER PLANNER

DISTINGUISHING FEATURES

The fundamental reason the Storm Water Planner classification exists is to perform professional level planning and preliminary planning duties for storm water, drainage and other City infrastructure projects in the Municipal Services Department. This classification does not supervise. Work is performed with considerable independence and managed by the Sr. Storm Water Planner. The Storm Water Planner classification is distinguished from the Sr. Storm Water Planner by the size and complexity of the projects assigned and the lack of management responsibilities.

ESSENTIAL FUNCTIONS

Serves as a primary point of contact for storm water and drainage issues in an assigned community area.

Manages detailed project planning and preliminary designs for numerous projects ranging in size from several thousand to several million dollars each.

Serves as a primary presenter and moderator at community issues meetings with residents, businesses and other property owners.

Coordinates the preparation and distribution of newsletters informing the general public regarding status of planned/proposed projects.

Coordinates with other departmental city staff to resolve technical and complex project issues.

Prepares in-house design concept reports, cost estimates and project schedules for small to moderate scale CIP projects.

Prepares Intergovernmental Agreements with various agencies and coordinates funding assistance from the Flood Control District of Maricopa County.

Participates in the selection and management of consultant teams, including day-to-day direction on activities and review of progress payments.

Participates in the analysis and formation of improvement and/or community facility districts for the installation of planned infrastructure.

Assists in the preparation of work plans, budgets, schedules, and monthly reports.

Attendance and punctuality are also essential.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Civil Engineering, Transportation/Land Use Planning, Drainage and Environmental Management principles.

Project management and construction principles.

Public communication and issue resolution techniques

Procurement and contracting procedures and policies

Applicable City Codes and County, State and Federal standards for capital improvement projects.

Hydrologic and hydraulic analyses using the Corps of Engineers computer programs including scour and sediment transport programs.

Working knowledge of the Federal Emergency Management Agencies procedures, standards, and floodzone determinations.

Understanding of the Arizona National Pollutant Discharge Elimination System Phase I Cities permits and can provide guidance to other City staff and engineering consultants.

Has field experience in planning, flooding reconstruction and constructing drainage and flood control devices.

Working knowledge of hydraulic and hydrologic principals and applications of the same.

Ability to:

Listen and effectively communicate ideas, technical advice, recommendations in one-on-one, small group and large group settings through oral, visual and written communication. Prepares quality written materials.

Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.

Make oral and written presentations to other City Department staff and City Boards and Commissions.

Assess the applicability of the assumptions and understands both the input and output of the models.

Perform basic hydrologic and hydraulic analyses without aid of a computer, can make decisions on the applicability of calculations made using other computer models and equations.

Perform ranking analyses to determine priorities in identifying Capital Improvement Projects.

Attain a Certified Floodplain Manager status through the FEMA programs.

Work cooperatively with other City employees and the general public

Operate a computer and a variety of office equipment using continuous and repetitive arm, hand and eye coordination.

Measure distances and quantities using various instruments requiring precise hand movements. Performs the majority of daily work while sitting for extended periods of time.

Operate a motor vehicle requiring a standard Arizona driver's license with no major driving citations in the last 39 months.

Education & Experience

Any combination of education and experience equivalent to a Bachelor's degree in Civil Engineering, Construction Management, Planning or a related field and 4 years of progressively responsible project coordination experience in stormwater, drainage, and hydraulics/hydrology.

FLSA Status: Exempt

HR Ordinance Status: Unclassified